

*****This is only a preview of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin*****

Section 1 – Data Accuracy

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only choose one response per item.

For questions in this section, you may reference your academic or work experience whether paid or volunteer unless the question specifies otherwise.

1) Analyzing various forms of data (e.g., Date of Birth, names, numbers) to identify information through verification and/or cross reference in relevant database systems.

1a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education
- ☐ Between two to three years of experience/training/education
- ☐ More than three years of experience/training/education

1b) How would you describe your skill level for the task listed above? (Choose One)

- ☐ I have very little or no experience performing this task.
- ☐ I have some experience performing this task.
- ☐ I have performed this task frequently.
- ☐ This is an area of expertise for me and I could train others in how to perform this.

2) Maintaining databases to ensure data is accurate, complete, and up to date.

2a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education

- Between two to three years of experience/training/education
- More than three years of experience/training/education

2b) How would you describe your skill level for the task listed above? (Choose One)

- I have very little or no experience performing this task.
- I have some experience performing this task.
- I have performed this task frequently.
- This is an area of expertise for me and I could train others in how to perform this.

3) Analyzing conflicting data to identify and resolve discrepancies through verification and cross-reference in relevant databases.

3a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- I have little or no experience performing this task but I would be willing to learn.
- Between 1-11 months of experience/training/education
- Between 12-17 months of experience/training/education
- Between 18-23 months of experience/training/education
- Between two to three years of experience/training/education
- More than three years of experience/training/education

3b) How would you describe your skill level for the task listed above? (Choose One)

- I have very little or no experience performing this task.
- I have some experience performing this task.
- I have performed this task frequently.
- This is an area of expertise for me and I could train others in how to perform this.

4) Searching and maintaining automated files utilizing computer software, online search tools, and other resources.

4a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- I have little or no experience performing this task but I would be willing to learn.
- Between 1-11 months of experience/training/education
- Between 12-17 months of experience/training/education
- Between 18-23 months of experience/training/education
- Between two to three years of experience/training/education
- More than three years of experience/training/education

4b) How would you describe your skill level for the task listed above? (Choose One)

- I have very little or no experience performing this task.
- I have some experience performing this task.
- I have performed this task frequently.
- This is an area of expertise for me and I could train others in how to perform this.

Section 2 – Communication (Written & Verbal)

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

For questions in this section, you may reference your academic or work experience whether paid or volunteer unless the question specifies otherwise.

5) Providing customer service, either in person or over the phone, to internal and/or external stakeholders.

5a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education
- ☐ Between two to three years of experience/training/education
- ☐ More than three years of experience/training/education

5b) How would you describe your skill level for the task listed above? (Choose One)

- ☐ I have very little or no experience performing this task.
- ☐ I have some experience performing this task.
- ☐ I have performed this task frequently.
- ☐ This is an area of expertise for me and I could train others in how to perform this.

6) Retrieving information and disseminating it to the appropriate recipient.

6a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education

- Between two to three years of experience/training/education
- More than three years of experience/training/education

6b) How would you describe your skill level for the task listed above? (Choose One)

- I have very little or no experience performing this task.
- I have some experience performing this task.
- I have performed this task frequently.
- This is an area of expertise for me and I could train others in how to perform this.

7) Preparing written correspondence, reports, and/or statistics in order to communicate information clearly and concisely.

7a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- I have little or no experience performing this task but I would be willing to learn.
- Between 1-11 months of experience/training/education
- Between 12-17 months of experience/training/education
- Between 18-23 months of experience/training/education
- Between two to three years of experience/training/education
- More than three years of experience/training/education

7b) How would you describe your skill level for the task listed above? (Choose One)

- I have very little or no experience performing this task.
- I have some experience performing this task.
- I have performed this task frequently.
- This is an area of expertise for me and I could train others in how to perform this.

8) Developing presentations using visual software (e.g., Visio, PowerPoint) for a range of audiences.

8a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- I have little or no experience performing this task but I would be willing to learn.
- Between 1-11 months of experience/training/education
- Between 12-17 months of experience/training/education
- Between 18-23 months of experience/training/education
- Between two to three years of experience/training/education
- More than three years of experience/training/education

8b) How would you describe your skill level for the task listed above? (Choose One)

- I have very little or no experience performing this task.
- I have some experience performing this task.
- I have performed this task frequently.
- This is an area of expertise for me and I could train others in how to perform this.

Section 3 – Research and Analysis

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

For questions in this section, you may reference your academic or work experience whether paid or volunteer unless the question specifies otherwise.

9) Providing recommendations based on the analysis of information collected from a variety of sources.

9a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education
- ☐ Between two to three years of experience/training/education
- ☐ More than three years of experience/training/education

9b) How would you describe your skill level for the task listed above? (Choose One)

- ☐ I have very little or no experience performing this task.
- ☐ I have some experience performing this task.
- ☐ I have performed this task frequently.
- ☐ This is an area of expertise for me and I could train others in how to perform this.

10) Conducting quality assurance checks (e.g., self review, peer review) to verify the accuracy and completeness of information.

10a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education
- ☐ Between two to three years of experience/training/education
- ☐ More than three years of experience/training/education

10b) How would you describe your skill level for the task listed above? (Choose One)

- ☐ I have very little or no experience performing this task.
- ☐ I have some experience performing this task.
- ☐ I have performed this task frequently.
- ☐ This is an area of expertise for me and I could train others in how to perform this.

11) Producing analytical products (e.g., charts, timelines, and reports) for distribution regarding Criminal Justice or other similar topics.

11a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education
- ☐ Between two to three years of experience/training/education
- ☐ More than three years of experience/training/education

11b) How would you describe your skill level for the task listed above? (Choose One)

- ☐ I have very little or no experience performing this task.
- ☐ I have some experience performing this task.
- ☐ I have performed this task frequently.
- ☐ This is an area of expertise for me and I could train others in how to perform this.

12) Prepare files, reports, or documentation that detail records or research findings.

12a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education
- ☐ Between two to three years of experience/training/education
- ☐ More than three years of experience/training/education

12b) How would you describe your skill level for the task listed above? (Choose One)

- ☐ I have very little or no experience performing this task.
- ☐ I have some experience performing this task.
- ☐ I have performed this task frequently.
- ☐ This is an area of expertise for me and I could train others in how to perform this.

13) Examining records and other forms of data in order to identify patterns and trends in information.

13a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education
- ☐ Between two to three years of experience/training/education
- ☐ More than three years of experience/training/education

13b) How would you describe your skill level for the task listed above? (Choose One)

- ☐ I have very little or no experience performing this task.
- ☐ I have some experience performing this task.
- ☐ I have performed this task frequently.
- ☐ This is an area of expertise for me and I could train others in how to perform this.

Section 4 – Administrative

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

For questions in this section, you may reference your academic or work experience whether paid or volunteer unless the question specifies otherwise.

14) Reviewing and applying current rules, laws, and/or policies to ensure compliance while completing assignments.

14a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education
- ☐ Between two to three years of experience/training/education
- ☐ More than three years of experience/training/education

14b) How would you describe your skill level for the task listed above? (Choose One)

- ☐ I have very little or no experience performing this task.
- ☐ I have some experience performing this task.
- ☐ I have performed this task frequently.
- ☐ This is an area of expertise for me and I could train others in how to perform this.

15) Describe your knowledge of the Criminal Justice system and its processes.

- ☐ No knowledge.
- ☐ Limited knowledge.
- ☐ Moderate knowledge.
- ☐ Extensive knowledge.

16) Completing multiple projects or tasks, with competing deadlines, while maintaining expectations.

16a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education
- ☐ Between two to three years of experience/training/education
- ☐ More than three years of experience/training/education

16b) How would you describe your skill level for the task listed above? (Choose One)

- ☐ I have very little or no experience performing this task.
- ☐ I have some experience performing this task.
- ☐ I have performed this task frequently.
- ☐ This is an area of expertise for me and I could train others in how to perform this.

17) Compiling and/or collating documents received from a diverse range of sources to perform assignments.

17a) Which of the following BEST describes how much experience you have performing the above task? (Choose One)

- ☐ I have little or no experience performing this task but I would be willing to learn.
- ☐ Between 1-11 months of experience/training/education
- ☐ Between 12-17 months of experience/training/education
- ☐ Between 18-23 months of experience/training/education
- ☐ Between two to three years of experience/training/education
- ☐ More than three years of experience/training/education

17b) How would you describe your skill level for the task listed above? (Choose One)

- ☐ I have very little or no experience performing this task.
- ☐ I have some experience performing this task.
- ☐ I have performed this task frequently.
- ☐ This is an area of expertise for me and I could train others in how to perform this.